



Office of the National Election Board of Ethiopia

Election Manual

(December 2004)

PART TWO

**PLACES FOR THE ESTABLISHMENT OF ELECTORAL OFFICES AND
POLLING STATIONS AND THEIR DUTIES AND RESPONSIBILITIES OF ELECTORAL OFFICERS**

CHAPTER ONE

**DUTIES AND RESPONSIBILITIES OF
COORDINATORS OF CONSTITUENCIES**

1. Being directly accountable to the Secretariat of the Board, Coordinators of Constituencies shall:
 - 1.1 in accordance with the criteria specified under item no. 2 of Chapter One of Part One hereinabove, recruit election officers in place of those missing in the respective Constituency or Woreda Electoral Office;
 - 1.2 notify, the Secretariat of the Board, on the election officers they have so recruited and on the respective duties to which they are assigned;
 - 1.3 cause the election officers to work out a division of responsibilities and to function as a committee.
2. In case where Constituency or Woreda Electoral Offices face unmanageable difficulties, the Coordinators shall immediately resolve same in consultation with the Secretariat of the Board.
3. They shall, in accordance with the election schedule, distribute to:
 - 3.1 Constituency and Woreda Electoral Offices,
 - 3.2 Polling Station Offices assigned to verify candidature endorsement signatures, and to
 - 3.3 polling stationselection documents and materials supplied from the Secretariat of the Board as well as supervise and ensure that same have been duly received.
4. They shall withdraw, from the Secretariat of the Board, funds for the running expenses of Constituency and Woreda Electoral Offices as well as for payments to respective polling stations and deliver the sum to the heads thereof against receipt.
5. They shall settle such accounts at the Secretariat of the Board as against payment receipts received from the heads of Constituency and Woreda Electoral Offices.
6. They shall follow-up and supervise that the collection, verification and transfer of candidature endorsement signatures, the registration of candidates and electors, the casting and counting as well as the summing-up of votes and publicizing the results thereof is carried out in accordance with the electoral law and this manual.
7. Upon request by the Secretariat of the Board, they shall promptly forward to it such grievances and complaints as arising in connection with the matters mentioned under item no. 6 above.
8. They shall receive from Constituency and Woreda Electoral Offices and, in consideration of the election schedule, forthwith transfer to the Secretariat of the Board:
 - 8.1 information relating to the verification of candidature endorsement signatures;
 - 8.2 candidate registration forms;

- 8.3 the form for communicating the number of registered electors;
 - 8.4 forms for communicating election results; and
 - 8.5 minutes and certificates of confirmation received from polling stations.
9. In order to ensure the success of the training, on the electoral process, to be given to election officers, they shall ascertain that:
- 9.1 training centers are duly established and organized;
 - 9.2 training coordinators are assigned thereto; and
 - 9.3 trainees do properly follow the training.
10. They shall ensure that election campaigning activities are lawfully conducted.
11. They shall send back to the Secretariat of the Board all election documents and materials received from polling stations upon winding-up of the electoral process.
12. They shall perform such other electoral duties as are assigned to them by the Secretariat of the Board as well as investigate grievances lodged with the Secretariat of the Board, subject to directives issued thereto.

CHAPTER TWO

PLACES FOR THE ESTABLISHMENT OF CONSTITUENCY OR WOREDA ELECTORAL OFFICES AND THEIR DUTIES AND RESPONSIBILITIES

1. Places for the Establishment of Constituency or Woreda Electoral Offices

- 1.1 a Constituency or Woreda Electoral Office shall be established in a town of central location thereto, as to be determined by the Board centrally.
- 1.2 Constituency or Woreda Electoral Offices shall not be established on the premises of :
 - 1.2.1 regional, zonal, Woreda/sub-city or Kebele administration, or of
 - 1.2.2 political parties.
- 1.3 Constituency or Woreda Electoral Offices shall be established within the premises of educational offices.

(Should this be not feasible, they may be established within the premises of agricultural or health offices or at other neutral locations in accordance with the Board's directives.)
- 1.4 In order to clearly indicate the location of the Constituency or Woreda Electoral Office, the designation thereof shall be inscribed on a poster supplied from the Center and conspicuously be placed at:
 - 1.4.1 the road junction leading thereto, and
 - 1.4.2 at the entrance thereof.

2. General Duties and Responsibilities of the Election Officers of a Constituency or Woreda Electoral Office

- 2.1 A Constituency Electoral Office shall have three election officers recruited from within the constituency.
- 2.2 The election officers of a Constituency Electoral Office shall directly be accountable to the Secretariat of the Board and function as a committee.
- 2.3 They shall carry out their duties in conformity with the electoral law and this manual only.
- 2.4 In accordance with the election schedule, the electoral law and this manual, the election officers shall:

- 2.4.1 properly organize the Constituency Electoral Office with the view to conducting the election;
- 2.4.2 recruit the election officers of polling stations, in accordance with the criteria laid down under item no. 2 of Chapter One of Part One hereinabove;
- 2.4.3 treat all political parties, candidates, public observers and representatives of candidates equally, impartially and politely.
- 2.5 They shall carry out the registration of candidates.
- 2.6 They shall publicize candidates officially.
- 2.7 They shall sum-up, by type of election, vote counting results received from polling stations and officially publicize same to residents of the constituency by means of posters prepared for the purpose.
- 2.8 They shall cause a sufficient number of policemen (security personnel) to be assigned at the Constituency Electoral Office and respective polling stations.
- 2.9 They shall call on polling station heads, including those of offices for verification of candidature endorsement signatures, and deliver to them election documents and materials received from the Secretariat of the Board; subject to briefing on the use of same.
- 2.10 They shall immediately cause to be replenished documents and materials in short supply, by consulting the respective Coordinator of Constituencies or by directly notifying the Secretariat of the Board.
- 2.11 They shall closely follow-up the verification of candidature endorsement signatures, the registration of candidates and electors, the casting and counting of votes as well as the summing-up and publicizing the results thereof.
- 2.12 In accordance with this manual, they shall cause the election of public observers both at the constituency and polling stations as well as the establishment of Complaints Committees.
- 2.13 They shall cause first-instance complaints and appeals, as are lodged with the Constituency Electoral Office, to be decided upon within the time-limit set by the law.
- 2.14 They shall undertake immediate recounting, as found appropriate, where a complaint is made on vote counting at the polling station level.
- 2.15 Immediately upon conclusion of the election, they shall cause all election documents and materials at polling stations to be brought over to the Constituency Electoral Office.
- 2.16 Either directly or through the respective Coordinator of Constituencies, they shall transfer, to the Secretariat of the Board, the list of candidates, their respective candidature symbol as well as summarized information relating, among others necessary, to the registration of electors and the election result as accompanied by forms which are the sources thereof.
- 2.17 They shall follow-up and supervise that candidates registered within the constituency are campaigning in accordance with the electoral law and this manual.
- 2.18 They shall call on, and effect timely payment to, the election officers of polling stations as against signature on the appropriate document.
- 2.19 They shall cause:
 - 2.19.1 election officers,
 - 2.19.2 public observers,
 - 2.19.3 candidates' representatives,
 - 2.19.4 the assigned policemen (security personnel),
 - 2.19.5 the electorate, and
 - 2.19.6 election wardens

of the constituency and of respective polling stations to have sufficient understanding of the electoral process and of their respective duties and responsibilities relating thereto.

- 2.20 They shall appropriately reply to queries pertaining to the election, as raised by mobile observers and lawful newsmen issued with ID's from the Secretariat of the Board.
- 2.21 Upon conclusion of the election, they shall cause election officers and public observers to report back to their regular duty, subject to providing them with a letter of discharge confirming their having stayed on electoral duty.
- 2.22 They shall perform such other electoral duties as are assigned to them by the Secretariat of the Board or by coordinators assigned therefrom, as necessary.

N.B. Where a Woreda is taken as a constituency, for purposes of the election to a regional council, the election officers of the Woreda Electoral Office shall have the same duties and responsibilities as above.

3. Particular Duties of Constituency and Woreda Election Officers

The following particular duties shall be carried out by election officers of Constituency or Woreda Electoral Offices by way of working out a division of responsibilities.

3.1 Particular Duties Regarding the Follow-up of a Constituency or Woreda Electoral Office

- 3.1.1 cause to report for duty, all the three election officers of the Constituency Electoral Office;
- 3.1.2 ensure that all the three public observers of the Constituency Electoral Office have reported for duty;
- 3.1.3 cause candidates' representatives to be in attendance;
- 3.1.4 cause policemen (security personnel) to be stationed in the vicinity of the Constituency Electoral Office and polling stations, by way of making oral or written communication with the offices concerned;
- 3.1.5 ensure that funds for the running expenses of the constituency, including payments to election officers, are received on time;
- 3.1.6 see to it that, polling station heads report at the Constituency Electoral Office, and collect election documents and materials on a date to be announced by the Board, on the mass media;
- 3.1.7 arrange seats for:
 - 3.1.7.1 election officers,
 - 3.1.7.2 public observers, and
 - 3.1.7.3 candidates' representativesat the Constituency Electoral Office as well as organize a setting for them to clearly follow-up the vote summing-up process;
- 3.1.8 place identification tags in front of the seats of election officers, public observers and candidates' representatives;
- 3.1.9 hand out ID's supplied from the Center, to public observers of the Constituency Electoral Office;
- 3.1.10 have similarly displayed, at polling stations, posters for publicizing the candidature symbols and names of all candidates;
- 3.1.11 make written communications with respective employers, as to the date when election officers and public observers of the constituency are to report for electoral duty;

- 3.1.12 register such candidates' representatives as are in possession of credentials;
- 3.1.13 ensure that area training centers are established and coordinators thereof are assigned, for a training on the voting process to be given to election officers over the radio;
- 3.1.14 work out a programme for the training to be given to polling station heads, as regards this manual and other briefing materials supplied from the Center;
- 3.1.15 facilitate conditions for the distribution of election documents and materials and for the training of election officers.

3.2 Particular Duties Regarding the Supply and Safe-Keeping of Election Documents and Materials

- 3.2.1 pending distribution to polling stations, keep election documents and materials at a bank if there is one in a Woreda;
- 3.2.2 ensure that places for keeping documents and materials dispatched from the Center for delivery to polling stations and Constituency Electoral Offices are:
 - 3.2.2.1 secure,
 - 3.2.2.2 free from pests and rodents, and
 - 3.2.2.3 from humidity;
- 3.2.3 check whether the variety and quantity of documents and materials dispatched from the Center for delivery to Constituency Electoral Offices and polling stations tallies with the checklist thereof;
- 3.2.4 report to the Center for replenishment of undelivered, incomplete or damaged election documents and materials;
- 3.2.5 fill in and display, at public places, posters for publicizing ballot papers and candidature symbols;
- 3.2.6 closely study the central directives on the allocation and distribution of documents and materials and check whether:
 - 3.2.6.1 the delivery form therefor is promptly completed, and
 - 3.2.6.2 the designation of each polling station is clearly inscribed on the respective package.

3.3 Particular Duties Regarding the Training of Election Officers and the Distribution of Documents and Materials

- 3.3.1 based on this manual, give training on the:
 - 3.3.1.1 voting process,
 - 3.3.1.2 counting of votes,
 - 3.3.1.3 summing-up of vote counting results,
 - 3.3.1.4 publicizing election results

to election officers, public observers, candidates and their representatives as well as to the assigned policemen (security personnel), at the Constituency Electoral Office level.
- 3.3.2 give training to polling station election officers on:
 - 3.3.2.1 arranging a secret voting booth/shelter and on the voting process in particular;
 - 3.3.2.2 the use of documents, materials and the vote counting table;

- 3.3.2.3 the rights and obligations of polling station public observers and candidates' representatives;
- 3.3.2.4 the one-day briefing to be given to the electorate of the polling station;
- 3.3.2.5 the point that, at the time of the one-day briefing, three election wardens are to be elected by and from the electorate of polling stations;
- 3.3.2.6 the criteria election wardens have to meet and the short briefing they are to be given on the keeping of peace and order soon after having been elected;
- 3.3.2.7 counting of votes and summing-up the results thereof;
- 3.3.2.8 sorting out polling station vote counting results, by type of election, and making entries of same onto the appropriate form and poster thereof;
- 3.3.2.9 publicizing polling station vote counting results by making entries of same onto, and conspicuously displaying, Poster No. 07;
- 3.3.2.10 transferring vote counting results to the Constituency Electoral Office; and
- 3.3.2.11 sending back election documents and materials to the Constituency Electoral Office.
- 3.3.3 deliver to polling station heads, as against signature on Form No. 01, separately packed documents and materials dispatched from the Center.

3.4 Particular Duties Regarding the Follow-up of Polling Stations

- 3.4.1 check whether documents and materials dispatched to polling stations have arrived on time;
- 3.4.2 check whether election officers and public observers of polling stations are all in attendance;
- 3.4.3 follow-up whether polling stations are duly organized;
- 3.4.4 ensure that the one-day briefing to the electorate of the polling station is given in accordance with the election schedule and that election wardens are elected and given briefing on the same day;
- 3.4.5 cause documents and materials to be replenished where they are in short supply at polling stations;
- 3.4.6 respond forthwith to such appropriate requests for clarification and assistance as are made by polling stations.

4. Transfer of Election Results, Documents and Materials from Polling Stations to the Constituency Electoral Office

- 4.1 The Constituency Electoral Office shall, continuously, remain open to carry out the following activities:

4.1.1 On polling day

- 4.1.1.1 to follow-up the voting and vote counting process at each polling station;
- 4.1.1.2 to give timely reply to queries raised by polling stations;
- 4.1.1.3 to provide appropriate solutions to clues and grievances received on the voting process.

4.1.2 For a period of not more than a week after polling day

- 4.1.2.1 to take delivery of vote counting results as well as other documents and materials from polling stations;
 - 4.1.2.2 to receive and examine complaints on vote counting made at polling stations and undertake recounting as found appropriate;
 - 4.1.2.3 to sum-up vote counting results received from polling stations;
 - 4.1.2.4 to declare election results of the constituency to the public thereof;
 - 4.1.2.5 to transfer election results, documents and materials to the Secretariat of the Board.
- 4.2 In the presence of public observers and candidates' representatives, the Constituency Electoral Office shall undertake:
 - 4.2.1 receipt of vote counting results from polling stations;
 - 4.2.2 summing-up of vote counting results;
 - 4.2.3 recounting of votes, as necessary;
 - 4.2.4 examination of complaints on the voting and vote counting process.
- 4.3 The Constituency Electoral Office shall receive and take inventory of the vote counting result reporting Form No. 07 as well as other documents and materials transferred from polling stations, upon ascertaining that:
 - 4.3.1 they are fully delivered, and
 - 4.3.2 carry clear and complete information.
- 4.4 It shall carefully check whether the yellow and red-coloured padlocks to each ballot box:
 - 4.4.1 have remained undone, and
 - 4.4.2 whether their respective tag number is identical with the one which polling stations made entry of onto the vote counting result reporting Form No. 07.

CHAPTER THREE **REGISTRATION OF CANDIDATES**

1. General

- 1.1 Registration of candidates shall be carried out only on the dates fixed in the election schedule issued by the Board, as between the hours of 8:30 - 12:30 and 1:30 - 5:30.
- 1.2 The Constituency Electoral Office shall, ten days in advance, give official notification of the date for commencement of candidate registration, by posting notices at public and market places within the locale of polling stations.
- 1.3 The Constituency Electoral Office shall:
 - 1.3.1 remain continuously open during the hours specified above, to register and screen aspiring candidates on the dates fixed in the election schedule, as including week-ends and holidays .
 - 1.3.2 give appropriate replies to queries raised by candidates or concerned third parties, in respect of candidate registration.

2. Taking Delivery of Verified Candidature Endorsement Signatures and Screening of Aspiring Candidates

- 2.1 Any person aspiring to run for election shall himself/herself, or through his/her representative or supporters, submit the original copy:
 - 2.1.1 of Form No.11A bearing candidature endorsement signatures which he/she collected from within Kebeles of the respective constituency and which were verified and delivered to him/her by the Polling Station Office assigned for the purpose thereof; and
 - 2.1.2 of Form No.11B bearing a summary of the result of such verificationto the Constituency Electoral Office, during the dates for candidate registration as fixed in the election schedule.
- 2.2 In the presence of election officers, public observers and candidates or their representatives, the head of the Constituency Electoral Office shall:
 - 2.2.1 count the number of pages of Form No. 11A having been submitted, as bearing verified candidature endorsement signatures;
 - 2.2.2 thoroughly check whether the information, on verified candidature endorsement signatures, as entered onto the submitted original copy of Form No. 11B is complete;
 - 2.2.3 take delivery of the submitted Form No.11A and 11B, upon satisfaction that the information entered thereon is mutually consistent, and provide the presenter with a proof thereof;
 - 2.2.4 add-up verified candidature endorsement signatures as summarized on Form No. 11B received from each Polling Station Office;
 - 2.2.5 check whether the sum of verified candidature endorsement signatures is at least:
 - 2.2.5.1 500 in the case of a political party candidate, and
 - 2.2.5.2 1,000 in the case of an independent runner;
 - 2.2.6 where such a sum qualifies a political party candidate for registration, check whether an authentic letter of nomination:
 - 2.2.6.1 bearing the full name of the candidate and other relevant information,
 - 2.2.6.2 stamped with the seal of the political party, and
 - 2.2.6.3 signed by the appropriate official thereofis produced by the candidate;
 - 2.2.7 in the case of a political party candidate, ensure that the party had made:
 - 2.2.7.1 no other nomination within the constituency, for the election to the House of Peoples' Representatives,
 - 2.2.7.2 no nomination in excess of the number of deputies to be elected from within the constituency or the Woreda, for the election to a regional council;
 - 2.2.8 keep a record of the original copies of Form No. 11A, Form No. 11B and of the nomination letters of political party candidates as having been delivered by candidates or their representatives, against signature, and as clearly stamped, at the bottom of every page, with the seal of the Constituency Electoral Office;
 - 2.2.9 collect, as from Form No. 11B, and add-up all of the verified candidature endorsement signatures, enter the sum thereof onto two copies of the certificate of confirmation, co-sign same with the presenter and deliver to him/her one such stamped copy and keep the other by way of a record;

- 2.2.10 where the above conditions are not met and the sum of verified candidature endorsement signatures does not qualify the aspirant for registration as a candidate, give back the submitted data, subject to advice that the aspirant may make another try at it.

3. Registration of Aspiring Candidates

- 3.1 In addition to the registration criteria specified under this Chapter, the Constituency Electoral Office shall require the aspiring candidate to produce:
- 3.1.1 the residence ID recently issued to him/her by a competent administrative organ, or
- 3.1.2 his/her passport, or other acceptable proof, as the case may be.
- 3.2 It shall, through the public observers of the constituency or by other reliable means, confirm his/her knowledge of the working language of the Regional State of his candidature.
- 3.3 Where the criteria of being a resident of the constituency for 5 years is not met, it shall require him/her to produce proof as to fulfillment of the special conditions specified under the electoral law.
- 3.4 The head of the Constituency Electoral Office,
- 3.4.1 upon ascertaining that an aspiring candidate has produced the proofs mentioned above, shall both in the case of the election to;
- 3.4.1.1 the House of Peoples' Representatives, and
- 3.4.1.2 a regional council
- make clear entries of:
- 3.4.1.2.1 his/her full name,
- 3.4.1.2.2 age, sex, date of registration,
- 3.4.1.2.3 status of candidature (whether a political party nominee or an independent runner)
- 3.4.1.2.4 educational qualification and occupation,
- 3.4.1.2.5 duration of residence in the constituency,
- 3.4.1.2.6 the sum of verified candidature endorsement signatures having been submitted
- onto two copies each of the respective registration Form No. 03 and have same signed by the aspirant.
- 3.4.2 The head of the Constituency Electoral Office shall sign the respective copies of Form No. 03 in the column marked "registrar's signature".
- 3.5 Upon conclusion of the registration of aspiring candidates, the respective copies of Form No. 03 shall be signed by:
- 3.5.1 the head of the Constituency Electoral Office, as at the bottom of their front page,
- 3.5.2 the head of the Constituency Electoral Office and the other two election officers, as at the bottom of their reverse page, and by
- 3.5.3 all the three public observers
- and the seal of the constituency shall clearly be stamped at the bottom of the front and reverse pages thereof.

4. Screening of Candidates and Selection of Candidature Symbols

4.1 Screening of Candidates

4.1.1 Subsequent to finalization of the registration of aspiring candidates and on the day following the deadline for lodging complaints and appeals thereon, the Constituency Electoral Office shall in the presence of:

4.1.1.1 election officers,

4.1.1.2 public observers, and

4.1.1.3 registered aspiring candidates or their representatives

undertake the screening of candidates, by type of election.

4.1.2 The Constituency Electoral Office shall, in such undertaking, ensure that:

4.1.2.1 the number of candidates to be registered in the constituency,

4.1.2.1.1 is not in excess of twelve, for election to the House of Peoples' Representatives; and

4.1.2.1.2 does not exceed the limit fixed for election to a regional council.

4.1.2.2 Where the number of registered, aspiring candidates exceeds the one indicated under item no. 4.1.2.1 above, it shall register those with the highest sum of verified candidature endorsement signatures:

4.1.2.2.1 as being only twelve, for election to the House of Peoples' Representatives; and

4.1.2.2.2 as being to the limit fixed, for election to a regional council.

4.1.2.3 Priority shall be given to political party candidates in the process of screening candidates.

4.1.2.4 In case where the sum of verified candidature endorsement signatures submitted turns out to be equal, registration shall be determined by drawing lots in the presence of the concerned candidates or their representatives.

4.2 Registration of Candidates

4.2.1 The head of the Constituency Electoral Office shall transcribe information relating to candidates, as from the respective Form No. 03, onto two copies of:

4.2.1.1 Form No. 04 which is used for notifying, to the Secretariat of the Board, the list of candidates for election to the House of Peoples' Representatives; and

4.2.1.2 Form No. 04 which is of the same use in respect of the election to a regional council

and have it signed by the candidates concerned.

4.2.2 The head of the Constituency Electoral Office shall sign the respective copies of Form No. 04 in the column marked "registrar's signature".

4.2.3 The respective copies of Form No. 04 shall be dated and signed by:

4.2.3.1 the head of the Constituency Electoral Office, as at the bottom of their front page,

4.2.3.2 the head of the Constituency Electoral Office and the other two election officers, as at the bottom of their reverse page, and by

4.2.3.3 all the three public observers

and the seal of the constituency shall clearly be stamped at the bottom of the front and reverse pages thereof.

4.2.4 Soon after having screened candidates, letting them select their candidature symbols and entering their list onto Form No. 04, the head of the Constituency Electoral Office shall:

4.2.4.1 sort out the candidate registration Form No. 03, by type of election;

4.2.4.2 retain the original copies thereof;

4.2.4.3 place copies of the respective Form No. 03 and 04, in two separate sealed envelopes;

4.2.4.4 deliver the sealed envelopes to the respective Coordinator of Constituencies or dispatch them directly to the Secretariat of the Board; and, as the case may be

4.2.4.5 Coordinators of Constituencies shall, in person, urgently submit the sealed envelopes to the Secretariat of the Board.

4.3 Selection of Candidature Symbols by Type of Election

4.3.1 The National Electoral Board of Ethiopia has, in respect of each constituency, made provisions for albums containing candidature symbols to be used in the election to the House of Peoples' Representatives and regional councils. Accordingly, candidates shall take a choice from among:

4.3.1.1 twelve different candidature symbols provided in respect of the election to the House of Peoples' Representatives,

4.3.1.2 candidature symbols provided in a variety equal to the number of candidates to run for the election to a regional council.

4.3.2 From among the candidature symbols provided to a constituency for purposes of one type of election, a particular one shall be taken choice of only by a single candidate.

4.3.3 Political parties shall have the priority to take choice of candidature symbols which they had used in previous elections.

4.3.4 The Secretariat of the Board shall, in advance of the period for selection of candidature symbols, advise Constituency Electoral Offices as to which of the candidature symbols consigned to the constituency are reserved by political party candidates.

4.3.5 Independent candidates shall, in order of registration, appear before the Constituency Electoral Office and take their choice from among candidature symbols not reserved by political party candidates.

4.3.6 Candidates or their representatives shall be made to sign in the page of the album wherein a copy of the candidature symbol of their choice appears.

4.3.7 The seal of the constituency shall clearly be stamped at the bottom of each copy of the candidature symbol which is issued to a candidate and retained by the Constituency Electoral Office.

4.3.8 A copy of the candidature symbol taken choice of, and signed for, shall carefully be detached from the page immediately overleaf in the album and be issued to the candidate; as by the head of the Constituency Electoral Office.

- 4.3.9 Candidates may reproduce their candidature symbol in any size and together with their own photograph and written materials use it for campaigning purposes within their respective constituency.
- 4.3.10 The colour on the reverse side of each candidature symbol indicates the kind of background colour in which the ballot paper and candidature posters for each type of election shall be printed.
- 4.3.11 Only such candidature symbols as are selected by candidates shall be printed on the respective ballot paper and candidature posters.

5. Issuance of Candidature ID Cards

- 5.1 The head of the Constituency Electoral Office shall:
 - 5.1.1 group candidates, by type of election, and cause them to sign the respective Form No. 04 upon having made entries of the necessary information thereon; and
 - 5.1.2 issue them, as against signature, with Candidature ID's (Form No. 06), by affixing their passport size photograph thereto.
- 5.2 Proofs signed by candidates in confirmation of due receipt of Candidature ID's shall, by way of record, be kept with the Constituency Electoral Office.
- 5.3 Candidates shall be advised that:
 - 5.3.1 the ID serves only until the voting process is finalized and election results are declared,
 - 5.3.2 they cannot make use of it thereafter,
 - 5.3.3 they have to give it back to the Constituency Electoral Office or to the Secretariat of the Board upon winding-up of the election and declaration of the results thereof.

6. Publicizing of Candidates to the Electorate of the Constituency

- 6.1 Following the hearing of complaints on candidate registration and the screening of candidates, the Constituency Electoral Office shall group candidates, by type of election, and publicize the list thereof and other pertinent information to the electorate of the constituency.
- 6.2 Accordingly, the Constituency Electoral Office shall, in sufficient copies of Poster No. 05, make entries of the:
 - 6.2.1 full name, age and sex;
 - 6.2.2 educational qualification and occupation;
 - 6.2.3 status of candidature (whether a political party nominee or an independent runner);
 - 6.2.4 designation of the candidature symbol; and of
 - 6.2.5 other relevant particularsof candidates issued with Candidature ID's and sort them into groups that run for election to;
 - 6.2.5.1 the House of Peoples' Representatives, and
 - 6.2.5.2 a regional council.
- 6.3 Subsequently:
 - 6.3.1 the head of the Constituency Electoral Office shall enter his name onto and sign each poster, and

- 6.3.2 clearly stamp the seal of the constituency at the bottom thereof.
- 6.4 He shall then sort out, by type of election, and count copies of the candidate publicizing Poster No. 05 onto which the necessary entries are made and thereupon:
 - 6.4.1 distribute them to polling stations within the constituency; and
 - 6.4.2 cause them to be displayed at public places .
- 6.5 He shall also cause the respective Poster No. 05 to be displayed, in sufficient numbers, on the premises and the surrounding of the Constituency Electoral Office.

CHAPTER FOUR **PLACES FOR THE ESTABLISHMENT OF POLLING STATIONS AND THEIR DUTIES AND RESPONSIBILITIES**

1. Places for the Establishment of Polling Stations

- 1.1 As per the decision of the Constituency or Woreda Electoral Office, polling stations shall be established in a location central to the residents thereof.
- 1.2 Polling stations shall not be established:
 - 1.2.1 on the premises of regional, zonal, Woreda/sub-city or Kebele administration or of political party offices, and
 - 1.2.2 in offices of Kebele administration organs.

(In case where no other choice is available, the premises of Kebele administration may be used for the purpose.)
- 1.3 It shall be preferred to establish polling stations either on the premises or in the assembly halls of the following:
 - 1.3.1 health offices,
 - 1.3.2 educational offices,
 - 1.3.3 agricultural offices,
 - 1.3.4 Edir associations,
 - 1.3.5 labour unions,
 - 1.3.6 cooperative associations, or
 - 1.3.7 other professional, developmental and social organizations of the locality.
- 1.4 In urban or rural areas where the organizations enumerated under item no. 1.3 above do not exist and on settlements for displaced people, polling stations may be established as follows:
 - 1.4.1 by pitching sizeable tents,
 - 1.4.2 by erecting sizeable shades,
 - 1.4.3 under the shade of large trees such as oaks and acacia,
 - 1.4.4 at localities largely frequented by the community, or
 - 1.4.5 near or on the premises of urban Kebele administration and Kebele peasant association offices.
- 1.5 The interior and the premises of polling stations shall be made convenient enough to host the electorate as well as to enable public observers and candidates' representatives do their work properly during:
 - 1.5.1 electors registration,
 - 1.5.2 the voting process, and
 - 1.5.3 vote counting.
- 1.6 In order to clearly indicate the location of the polling station, the designation thereof shall be inscribed on a poster supplied from the Center and conspicuously be placed at:

- 1.6.1 the road junction leading thereto, and
- 1.6.2 at the entrance thereof.

2. Duties and Responsibilities of Election Officers of Polling Stations

- 2.1 A polling station shall have three election officers recruited, from within the surrounding thereof, by the Constituency Electoral Office.
- 2.2 The election officers shall directly be accountable to the Constituency Electoral Office and function as a committee.
- 2.3 The election officers shall:
 - 2.3.1 ten days in advance, notify the public as to the place, dates and hours for electors registration, by posting notices and through other means;
 - 2.3.2 organize the polling station in a way fit for carrying out electoral activities;
 - 2.3.3 ensure daily that electors registration, voting and vote counting is carried out in the presence only of:
 - 2.3.3.1 election officers,
 - 2.3.3.2 public observers,
 - 2.3.3.3 representatives of political parties, and
 - 2.3.3.4 representatives of independent candidates;
 - 2.3.4 work out a division of responsibilities and attend to their duty regularly in accordance with the election schedule, the electoral law and this manual;
 - 2.3.5 cause the five public observers of the polling station to be elected, as per the criteria, by and from the community;
 - 2.3.6 designate two of the five public observers as members of the Complaints Committee;
 - 2.3.7 promptly report to the Constituency Electoral Office on missing election officers and public observers and cause them to be replaced;
 - 2.3.8 treat the electorate, candidates, political parties, election observers, candidates' representatives and others concerned equally, impartially and politely;
 - 2.3.9 carry out the registration of electors lawfully;
 - 2.3.10 carry out voting and vote counting activities lawfully and publicize, to the electorate of the polling station, the vote counting results thereof by filling in and displaying Poster No. 07;
 - 2.3.11 enter information on electors registration, voting and vote counting results onto appropriate forms, and forward same to the Constituency Electoral Office, together with the ballot box as well as other documents and materials;
 - 2.3.12 cause complaints lodged with the polling station to be decided upon expeditiously, in consideration of the election schedule;
 - 2.3.13 give appropriate reply to pertinent queries put to them by election observers, candidates' representatives and newsmen;
 - 2.3.14 upon conclusion of the election, cause public observers of the polling station to report back to their regular duty;

- 2.3.15 perform such other electoral duties as are assigned to them by the Constituency Electoral Office.